

Service Coordination Considerations - Interface between Child Welfare Emergency Services and FSRP

A DHS Case Manager or Law Enforcement may make a referral to Child Welfare Emergency Services (CWES) while the family is receiving FSRP Services. Once a referral is made, the CWES contractor will conduct the CWES screening and collaborate with the DHS Case Manager to determine the appropriate level of CWES service.

When multiple contractors/providers are involved in a case, collaboration is critical. The referring DHS Case Manager must ensure all individual planning needs are met at key junctures, including:

Shelter Alternatives and Diversion Services

When appropriate and feasible, the CWES contractor will provide alternatives to Shelter Care placement based on screening conducted at intake. The CWES Caseworker should immediately communicate with the referring DHS Case Manager and the FSRP Services Care Coordinator when developing CWES diversion planning, ensuring existing community connections and services are maintained. At case closure, the CWES Caseworker will communicate CWES diversion efforts and case progress to the DHS Case Manager and the FSRP Services Care Coordinator. The FSRP Services Care Coordinator will ensure any additional community connections and services implemented during diversion are maintained and monitored as FSRP Services continue to be provided to the family.

Emergency Juvenile Shelter Care Placement

Service Planning

While a youth is in placed in CWES Shelter Care, the Shelter Care Caseworker will develop a Shelter Care service plan that incorporates information from the child, family, DHS Case Manager, members of the child's positive support system, and other involved parties such as FSRP Services, BHIS, school, etc. All parties need to be part of the planning to ensure the roles and responsibilities of DHS and each contractor and provider are clearly defined and that the resulting contractor/provider service plans complement one another and align with the DHS Case Permanency Plan. Planning for services during placement and in preparation for reunification/reintegration must clearly identify what the FSRP Services contractor and what the Shelter Care contractor will be working on with the child and family, ensuring the overall service provision is complementary and clear to the family. If the Shelter Care contractor and FSRP Services contractor disagree regarding service approaches, clinical perspectives, etc., they are to discuss the issue by starting with the referring DHS Case Manager. The referring DHS Case Manager, in consultation with their Supervisor, will make the final decision regarding what action is to be taken. (See dispute resolution protocols in respective contracts.)

FTDM Meetings/YTDM Meetings/Service Planning Conferences (SPC)

All FTDM and YTDM meetings must be facilitated by a currently approved meeting facilitator.

When possible, a FTDM or YTDM meeting facilitated by the FSRP Services contractor should take place prior to Shelter Care placement on open DHS child welfare service cases. The Shelter Care Caseworker should be invited to the placement/level of care change FTDM or YTDM meeting and attend by either conference call or in person. When the FTDM meeting and the Service Planning Conference (SPC) occur simultaneously, each contractor must complete their required reports and include all elements specific to individual contract requirements. If a placement/level of care change FTDM or YTDM meeting is not possible, it is neither expected the SPC will be led by a FTDM or YTDM meeting facilitator nor required the SPC adhere to FTDM/YTDM meeting standards, but must ensure all information pertinent to

the development of comprehensive service planning is gathered and discussed. The FSRP Services Care Coordinator should be invited to the SPC and attend by either conference call or in person. SPCs facilitated by the Shelter Care contractor are not a substitute for a FTDM or YTDM meeting.

The practice of holding FTDM or YTDM meetings after a child's initial placement in Shelter Care should be promoted, focused on further refining Family Interaction Planning, Transition Planning, Reunification/Reintegration Planning, etc. If a SPC is held prior to a scheduled FTDM or YTDM meeting, the referring DHS Case Manager should include this information on the FTDM or YTDM meeting referral form to ensure the assigned FTDM or YTDM meeting facilitator is aware of the initial planning as they begin prep work for the meeting with the youth, family, etc.

Interactions

Family Interaction planning must be discussed during the placement/level of care change FTDM or YTDM meeting or, when a placement/level of care change FTDM or YTDM meeting has not occurred prior to placement, during the SPC. When a child is placed in Shelter Care, the Shelter Care contractor is responsible for the coordination of transportation related to a child's visits or other interactions with parents and siblings. Shelter Care contractors are to adhere to the Family Interaction Standards when a child has an established Family Interaction Plan. If no Family Interaction Plan is in place at the time of admission, Family Interaction planning should be addressed during the SPC. The Shelter Care contractor and the FSRP Services contractor should clearly define their roles in Family Interaction planning, documenting as such in their respective service plans. If the Shelter Care contractor and FSRP Services contractor disagree regarding their roles and responsibilities related to Family Interaction planning, they are to discuss the issue by starting with the referring DHS Case Manager. The referring DHS Case Manager, in consultation with their Supervisor, will make the final decision regarding what action is to be taken. (See dispute resolution protocols in respective contracts.)

Examples of Possible Overlap

When a youth is placed in Shelter Care and FSRP Services are involved in the case, the Shelter Care Caseworker is responsible for coordinating and facilitating daily contact between the youth and his/her parents, as well as weekly face to face contact between the youth and his/her parents, ensuring transportation is not a barrier that prevents a youth from family engagement. If there are siblings in the home, the FSRP Services Care Coordinator will work with the siblings and parents per the identified frequency of contact. The Shelter Care Caseworker is also responsible for coordinating and facilitating any community services/connections identified in youth's Shelter Care service plan and/or DHS Case Permanency Plan. The referring DHS Case Manager and the FSRP Services Care Coordinator should be included in the development of the Shelter Care service plan and may assist as determined during collaborative discussion. The FSRP Services Care Coordinator will integrate the Shelter Care service plan/reintegration plan into FSRP service planning as they meet with the parents and siblings in the home.

Interpreter services may be needed for formal staffings and interactions for family members who are hearing or sight impaired, non-English speaking, when English is a second language, and/or for other identified needs. If a staffing/interaction requires an interpreter, the contractor responsible for the meeting is responsible for ensuring the coordination of interpreter services. The Shelter Care Caseworker should coordinate interpreter services for all scheduled staffings, including SPCs, progress staffings, discharge staffings, and other meetings that include the parents. The FSRP Services Care Coordinator will coordinate interpreter or translation services as necessary when facilitating a FTDM or YTDM meeting and during the course of FSRP Services delivery while meeting in the home.

A plan to transport the youth to Court Hearings during placement in Shelter Care is recommended to be established upon admission, to include roles and responsibilities of each party.